

**Minutes of a Regular Session of the Common Council of the Town of Clarkdale  
Held on Tuesday, January 8, 2019**

A Regular Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, January 8, 2019, at 6:00 P.M. in the Men's Lounge of Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, Arizona.

**CALL TO ORDER – Meeting was called to order at 6:00 P.M. by Mayor Von Gausig.**

**Town Council:**

Mayor Doug Von Gausig

Vice Mayor Richard Dehnert

Councilmember Scott Buckley (absent)

Councilmember Bill Regner

Councilmember Debbie Hunseder

**Town Staff:**

Town Manager Gayle Mabery

Economic/Community Development Director Jodie Filardo

Planning Manager Beth Escobar

Police Chief Randy Taylor

Utilities/Public Works Director Maher Hazine

Town Clerk Mary Ellen Dunn

**PUBLIC COMMENT** – The Town Council invites the public to provide comments at this time. Members of the Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Town Clerk during the meeting. Each speaker is asked to limit their comments to five minutes.

**Lidia Schabacker, Clarkdale resident** – addressed Council regarding her disappointment in the loss of trees in their neighborhood on Sunset.

**Rosa, Clarkdale resident** – addressed the Council on the same topic as Lidia. Both women indicated they would like trees planted and guardrails installed.

**REPORTS**

**Current Events** – A brief summary of current events. The Council will not propose, discuss, deliberate or take legal action on any matter in the summary.

Mayor's Report –

- 12/13/18 – Telephone conference on United Verde Soil Program update with Joe Brunner; briefing on future proceedings and management
- 12/15/18 – Took Verde Canyon Railroad trip through Santa's Village
- 12/17/18 – Attended ribbon cutting at the Furniture Station/William

## Hemphill Furniture

- 12/18/18 – Attended forum regarding economic impact and analysis of outdoor recreation on Arizona water
- 01/08/19 – Attended virtual reality training with Police Department

## Vice-Mayor's Report –

- 12/14/18 – Attended Clarkdale Christmas photo shoot
- 12/20/18 – Attended Linda Lombardo's retirement celebration (Town Staff)
- 12/27/18 – Signed checks for Town Finance Department
- 01/08/19 – Attended virtual reality training with Police Department

## Councilmember Regner's Report –

- 12/12/18 – Attended Bill Martin's retirement party (Town Staff)
- 12/14/18 – Attended Clarkdale Christmas photo shoot
  - Met with Councilmember Hunseder
- 01/04/19 – Attended Clarkdale Historical Society's strategic planning session
- 01/08/19 – Attended virtual reality training with Police Department

## Councilmember Hunseder's Report –

- 12/12/18 – Attended tour with Public Works/Utilities Director of Wastewater Treatment Plant, Fisher House, reclaimed storage site, water reservoir site, town shop, and cemetery,
  - Attended Bill Martin's retirement party
- 12/14/18 – Attended Clarkdale Christmas photo shoot
- 12/29/18 – Went on a ride along and DUI Saturation patrol observation with Sergeant Florisi
- 01/02/19 – Attended Clarkdale Downtown Business Alliance meeting
- 01/04/19 – Attended Clarkdale Historical Society's strategic planning session
- 01/08/19 – Attended virtual reality training with Police Department

VVREO will be presenting a 2 ½ day "Shark Tank" type event open to anyone interested in doing business in the Verde Valley (April 13<sup>th</sup>)

## Town Manager's Report –

12/14/18 – Caroling in the Park – 175 people appeared compared to historical totals of 30 – 40 people!

01/12/19 – Tuzigoot National Monument has a Health and Wellness Fair however government shutdown may cause the cancellation of this event; Clarkdale Police Department has been asked to provide extra patrol at

that time at Tuzigoot

01/21/19 – Town offices closed in observance of Martin Luther King, Jr. Day

02/22 – 24/19 Clarkdale Rocks, Gem and Mineral show in our auditorium and  
hosted by Mingus Gem and Mineral Club

03/09/19 - Clarkdale Car Show

The minimum wage increased on January 1<sup>st</sup> from \$10.50/hour to \$11/hour

Town manager recruitment ads are ready and will start advertising February 4<sup>th</sup> and  
first review of applicants March 18<sup>th</sup> and interviews in mid-April

**Organizational Reports** – Reports regarding regional organizations.

CAT – Cottonwood Area Transit (Councilmember Buckley)

- No report

VVTPO – Verde Valley Transportation Planning Organization. (Councilmember Regner)

- No report

NACOG - Northern Arizona Council of Governments. (Vice Mayor Dehnert)

- No report

NAMWUA - Northern Arizona Municipal Water Users Association. (Councilmember Buckley)

- No report

**CONSENT AGENDA** - The consent agenda portion of the agenda is a means of expediting routine matters that must be acted on by the Council. All items are approved with one motion. Any items may be removed for discussion at the request of any Council Member.

**A. Approval of Minutes of the Common Council** - Approval of the minutes of the Regular Meeting held December 11, 2018.

**B. Claims** - List of specific expenditures made by the Town during the previous month. December, 2018 check log and PPE dated December 8, 22, and 27, 2018.

**C. Board and Commission Minutes** – Acknowledgement of receipt of minutes and draft minutes of the previous month's Board and Commission Meetings.

Board of Adjustments Notice of Cancellation of meeting December 26, 2018

Design Review Board Notice of Cancellation of meeting December 5, 2018

Planning Commission minutes of the meeting held December 18, 2018

Parks and Recreation Commission minutes of the meeting held December 12, 2018

Personnel Retirement Board minutes of the meeting held December 12, 2018

- D. Proclamation Supporting Increased Awareness Relating to Human Trafficking** – Approval of a proclamation supporting increased awareness relating to human trafficking. The United States Senate designated January 11<sup>th</sup> as National Human Trafficking Awareness Day and other organizations have designated January as Human Trafficking Awareness Month.
- E. Move Future Meetings to Police Annex during ADA Improvements to Clubhouse** - Approval of future meeting site beginning January 16, 2019 during construction and ADA improvements to the Clark Memorial Clubhouse.
- F. Memorandum of Understanding** – Memorandum of Understanding between the Town of Clarkdale and the Clarkdale Magistrate Court.

**Action: Approve Consent Agenda items A – F as presented.**

**Motion: Councilmember Regner**

**Second: Vice Mayor Dehnert**

**Vote:**

Voting Member	Aye/Nay
Council Member Scott Buckley	absent
Vice Mayor Richard Dehnert	Aye
Council Member Debbie Hunseder	Aye
Council Member Bill Regner	Aye
Mayor Doug Von Gausig	Aye

## **NEW BUSINESS**

**ADDENDUM TO AN AGREEMENT WITH SEC, INC. FOR ENGINEERING SERVICES RELATED TO THE USDA RURAL BUSINESS DEVELOPMENT GRANT** – Discussion and possible action regarding an amendment to the contract with Southwestern Environmental Consultants (SEC) for the Feasibility Study for the Broadway Road Extension project.

On December 17, 2017 Town Council approved a contract with Southwestern Environmental Consultants, Inc., (SEC, Inc.) in the amount of \$40,000. Charges to this contract were to be covered by the \$50,000 USDA Rural Business Development Grant for an engineering feasibility study for the Broadway Road extension through the Bitter Creek Industrial Area.

SEC is one of the approved Town Engineers. The contract document is the standard Agreement for Engineering Services contract previously approved by the Town Attorney. The scope of work for the \$40,000 identified in the original contract was:

**EXHIBIT A****SCOPE OF WORK****Prepare a Feasibility Study for the Broadway Road Extension**

1. Determine most appropriate route for the extension of Broadway Road through the industrial area to connect with Cement Plant Road.
2. Identify issues and challenges of proposed routes identified in the Bitter Creek Industrial Focus Area Plan.
3. Identify parameters for primary route.
4. Identify permit requirements for primary route in relation to the flood plain and proximity to Bitter Creek and the Verde River including an Army Corp of Engineers 404 permit delineation.
5. Create preliminary construction plans with plan and profile and includes a cost estimate for completion of the project based on the above findings.

**Start Date: December 12, 2017**

**Completion Date: March 30, 2018**

**Total Fee: \$40,000**

All items listed above were successfully completed by SEC. The amount of \$40,000 has been paid to SEC under the grant agreement and reimbursed to the Town.

The remaining \$10,000 of the grant award was earmarked for finalization of the feasibility study, including any costs related to public outreach and initial exploration of easement acquisition.

Staff was originally considering hiring a public affairs firm to handle the public outreach for this project. As the project progressed, staff determined, due to the technical nature of the plans and estimates, it was best to have the SEC engineer participate in the public outreach. Krishan Ginige with SEC participated in individual meetings with stakeholders and attended the public presentation of the Broadway Road Extension Feasibility Study on September 24, 2018.

In addition, it made sense to have SEC identify those easement acquisitions necessary to complete the proposed Broadway Road extension as part of the feasibility study. This was included in the final feasibility study submitted to the Town.

Staff is now asking for approval of an amendment to the contract with Southwestern Environmental Consultants, (SEC) Inc. The amendment expands the scope of work and assigns the remaining \$10,000 of the grant award to SEC.

SEC also completed an analysis of a possible road connection from the industrial area to the north terminus of Tenth Street. Staff requested this be completed after input received at the October 23, 2018 Town Council review of the project.

In staff's opinion, SEC has met the obligations of the original contract in addition to providing additional deliverables qualifying them to receive the remain balance of the grant amount.

Planning Manager Beth Escobar presented this information to Council.

**Action: Approval to execute this addendum to the contract with Southwestern Environmental Consultants, Inc., (SEC) to expand their work with the remaining \$10,000 from the grant.**

**Motion: Councilmember Regner**

**Second: Councilmember Hunseder**

**Vote:**

Voting Member	Aye/Nay
Council Member Scott Buckley	absent
Vice Mayor Richard Dehnert	Aye
Council Member Debbie Hunseder	Aye
Council Member Bill Regner	Aye
Mayor Doug Von Gausig	Aye

**OFF SYSTEM BRIDGE PROGRAM (OSB) CALL FOR PROJECTS (FY20) –**  
Discussion and possible action regarding the submittal for Federal Grant funding for the rehabilitation and expansion (increase width) of the Bitter Creek Bridge.

The Arizona Department of Transportation (ADOT) Local Public Agency (LPA) Section has issued a formal call for projects for the Off-System Bridge (OSB) Program for State Fiscal Year (SFY) 2020.

The Purpose of the Off-System Bridge Program is to fund the Design and/or Construction for replacement or rehabilitation of roadway bridge structures over waterways, other topographical barriers, other roadways, railroads, canals, ferry landings, etc. on bridge structures that are not on the Federal-aid Highway System (local roads or rural minor collectors) when those bridge structures have been determined deficient because of structural deficiencies, physical deterioration, or functional obsolescence.

**ELIGIBLE ACTIVITIES:**

Include, but are not limited to:

- Replacement (including replacement with fill material)
- Rehabilitation
- Preservation/Preventative Maintenance (As identified under FHWA's Bridge Preservation Guide)

- Protection (including painting, scour countermeasures, seismic retrofits, impact protection measures, security countermeasures, and protection against extreme events)
- Real Property Interest Rights for required access and permits or other uses as needed as part of the Right of Way requirements needed for the project

**FUNDING:** All eligible project costs will be paid for with federal Surface Transportation Block Grant Program (STBGP) funds and must follow the Federal-aid process. Eligible bridge project costs are funded at 94.3% federal share with a 5.7% local match, up to a maximum federal amount of a \$1,000,000 per project.

**TIMELINE:**

- Applications are due back to the ADOT LPA Section no later than **February 22, 2019.**
- ADOT Selection Committee will review and prioritize all projects based on submitted applications and established scoring criteria **March 2019.**
- Eligibility determination letters will be sent to applicants (with a copy to the Regional COG/MPO) **April 2019.**
- Project Sponsors with projects selected can start working with their Regional COG/MPO to program the project into the Regional TIP as soon as program eligibility determination letter is received.
- Project Sponsors with selected projects may start working with ADOT LPA Section to initiate the project and start IGA process as soon as the project has been programmed in the Regional TIP.
- Funding for Development Activities such as consultant selection, Environmental, ROW, and Utility and Railroad consultations will not be available until after **July 1, 2019.**

Utilities/Public Works Director Maher Hazine presented this information to council. Hazine offered the pros and cons of this grant application. Discussion followed regarding the next steps after council considers this authorization of the submission of this application, including possibility of withdrawing the application if the cons outweigh the pros.

Budgetary concerns discussed and Town Manager Mabery advised that funds were available in reserved funds for streets which are currently undesignated for street improvements. Typically some of that reserve would be placed in a secure account for a grant match and used when necessary. Hazine discussed load limits and stated a fully loaded semi truck should be able to traverse this bridge safely. There would also be pedestrian access.

**Action: Approve the submittal of an Application for Federal STBGP Funding for the rehabilitation and expansion of the Bitter Creek Bridge.**  
**width) of the Bitter Creek Bridge.**

**Motion: Vice Mayor Dehnert**

**Second: Councilmember Regner**

**Vote:**

Voting Member	Aye/Nay
Council Member Scott Buckley	absent

Vice Mayor Richard Dehnert	Aye
Council Member Debbie Hunseder	Aye
Council Member Bill Regner	Aye
Mayor Doug Von Gausig	Aye

**RESOLUTION MAKING AN APPOINTMENT TO THE DESIGN REVIEW BOARD** – Approval of Resolution #1592, amending Resolution #1582, making an appointment to the Design Review Board.

The Design Review Board has one vacant seat with a term expiring September 30, 2019. After reviewing applications from six very qualified candidates the Review Committee put forward their recommendation that Michael Pierce, currently serving on the Board of Adjustment, be appointed to the Design Review Board for the remaining term.

**Action: Approval of Resolution #1592, amending Resolution #1582, making an appointment to the Design Review Board.**

**Motion: Councilmember Regner**

**Second: Councilmember Hunseder**

**Vote:**

Voting Member	Aye/Nay
Council Member Scott Buckley	absent
Vice Mayor Richard Dehnert	Aye
Council Member Debbie Hunseder	Aye
Council Member Bill Regner	Aye
Mayor Doug Von Gausig	Aye

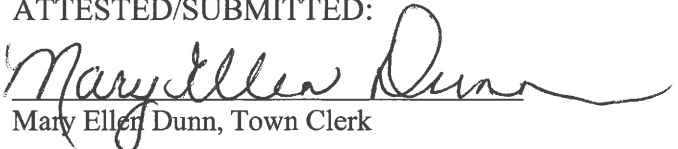
**FUTURE AGENDA ITEMS** - Listing of items to be placed on a future council agenda.  
None

**ADJOURNMENT** – Without objection, Mayor Von Gausig adjourned the meeting at 6:42 p.m.

APPROVED:

  
\_\_\_\_\_  
Doug Von Gausig, Mayor

ATTESTED/SUBMITTED:

  
\_\_\_\_\_  
Mary Ellen Dunn, Town Clerk



CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Town Council of the Town of Clarkdale, Arizona held on the 8<sup>th</sup> day of January, 2019. I further certify that meeting was duly called and held and that a quorum was present.

Dated this 12<sup>th</sup> day of February 2019.

SEAL



Mary Ellen Dunn, Town Clerk